7th January 2019

Dear Parent/Carer

**Year 10 Work Experience 2019**

Work Related Learning is part of the curriculum in KS4 and provides the opportunity for young people to experience at first hand the world of work.

We believe that learning from experience is relevant throughout life and for students to experience the world of work has a high degree of relevance to their current educational programme and their long term interests and aspirations.

Work Experience will involve your son/daughter completing a full week’s work during the period of Monday 21st – Friday 25th October 2019. All students are expected to participate and to find their own placement in an area that is of interest to them. They should have secured their placement by March 15th 2019, and have completed and handed in the necessary paperwork with all the required details of their placement to Mrs Bell by this date.

Work Experience helps students to:

* Understand and learn how an employing organisation functions
* Learn work processes at first hand
* Experience the social relationships at work
* Discover the expectations that employees will have of fellow workers
* Assess how they will adapt to working patterns and relationships outside school
* Gain the self confidence needed in an adult world
* Develop skills and knowledge for adult life

Many prestigious placements for example the Theatre, Media, Advertising, Magazines, Newspapers and Veterinary surgeries are often difficult to obtain and we would strongly advise that your son/daughter applies as soon as possible to avoid disappointment.

In our experience, students benefit more if they do not work directly with a parent or close relative. However, we realise that many of you work in large organisations that may well be able to offer an excellent placement to your son/daughter.

Once a placement has been secured, a qualified person will contact the company to ensure appropriate programmes of work, health & safety, legal and moral requirements, and suitability. Work Experience will not commence if a placement is deemed unsuitable.

The school monitors and supports the students during their work experience placements to ensure, all students have a valuable learning experience of the world of work.

If you have any queries or questions please contact either Mrs Jewer on 01243 375691 Ext 253 or by email: [hjewer@wsgfl.org.uk](mailto:hjewer@wsgfl.org.uk) or Mrs Bell on Ext 261 or by email: [sbell@wsgfl.org.uk](mailto:sbell@wsgfl.org.uk)

Yours sincerely

Mrs H Jewer

Head of Personal Development